



## STANDARDS OF APPRENTICESHIP

adopted by

### WEST SOUND PIPE TRADES APPRENTICESHIP COMMITTEE

(sponsor)		DOT	Term
<u>Skilled Occupational Objective(s):</u>			
HOUSING PLUMBER		862.381-030	6,000 HOURS
PLUMBER		862.381-030	10,000 HOURS
REFRIGERATION FITTER		637.261-026	10,000 HOURS
STEAMFITTER		862.281-022	10,000 HOURS



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

#### APPROVAL:

JANUARY 31, 1964

Initial Approval

OCTOBER 17, 2003

Committee Amended

JULY 18, 2003

Standards Amended (review)

Standards Amended (administrative)

By: LAWRENCE CROW  
Chair of Council

By: PATRICK WOODS  
Secretary of Council

## **WEST SOUND PIPE TRADES APPRENTICESHIP COMMITTEE**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

**All of Kitsap County, with the exception of the Winslow Shipyard, and all of Mason County.**

### **II. MINIMUM QUALIFICATIONS:**

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Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age: **Applicants for apprenticeship must be at least eighteen (18) years of age.**
- Education: **a. Applicants for apprenticeship must be a high school graduate or have a passing grade on an official high school equivalency test. Applicants must have successfully completed one (1) year of algebra and one (1) year of plane geometry. The Apprenticeship Committee reserves the right to waive the requirement(s) of the one (1) year of algebra and one (1) year of geometry, providing the applicant can satisfy members of the Apprenticeship Committee by producing written documents(s) of proof that he/she possesses knowledge equivalent to the above-mentioned mathematics requirements.**
- b. Applicants for apprenticeship must provide the Apprenticeship Committee with a transcript of his/her high school grades or a copy of his/her high school equivalency test scores.**
- Physical: **None**
- Testing: **All applicants must take a math assessment test. The apprenticeship committee representative, at the apprenticeship training facility will administer the test.**
- Other: **All applicants must possess a current valid Washington State Drivers license.**

### **III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship

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and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

### **A. Selection Procedures:**

#### **1. Purpose:**

**These selection procedures have been prepared by the National Joint Plumbing Apprentice and Journeyman Training Committee, the National Joint Steamfitter-Pipefitter Apprentice Committee, and the National Joint Sprinkler Fitter Training Committee. The procedures have been approved for adoption by local Apprenticeship Committees to assist in complying with applicable law and lawful regulations issued thereunder.**

#### **2. General Selection Procedures:**

- a. Applications will be available to anyone who is interested.**
- b. The fact that applications and apprenticeship opportunities are available shall be made known as outlined in the Affirmative Action Program thirty (30) days prior to earliest date of application.**
- c. Applications will be available and are to be picked up in person at places designated by the local Apprenticeship Committee (preferably at the local Apprenticeship Committee office if one exists).**

**1309 Highland Avenue  
Bremerton, WA 98337**

- d. Records shall be maintained and kept for at least five (5) years to show the progress, by dates, including final disposition of each application.**
- e. Applications will be accepted at times designated by the local Apprenticeship Committee (If applications are accepted throughout the year, dissemination of information shall not be done less than semi-annually).**
- f. Interviews will be held at intervals designated by the local Apprenticeship Committee. All applications for apprenticeship accepted since the last series of interviews shall be processed to final disposition before any individual is selected (see Selection from Committee Evaluation", Step 6 of these "Selection Procedures").**
- g. Eligible applicants (applicants acceptable after interview) not chosen for entrance into apprenticeship will be held as a pool of eligible for a minimum of two (2) years. (See "Selection from Committee Evaluation", Step 6 below).**
- h. Applicants not interviewed because they lack a basic qualification may not be considered until they correct any deficiencies (schooling, etc.) they may have and reapply.**

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- i. Selected candidates shall be registered as initial probationary apprentices. Each initial probationary apprentice shall be evaluated at the end of the probationary period in regard to on-the-job performance and related training.

### **3. Step-by-Step Procedures for Each Application:**

- a. Each applicant shall be given Pipe Trades Apprenticeship Form #1 to complete and return by a designated date.
- b. Form 1 contains the following:
  - (1) Apprentice qualifications as listed in the apprenticeship standards.
  - (2) Apprentice obligations after acceptance.
  - (3) Application for apprenticeship.
  - (4) Sample apprenticeship agreement.
- c. The date of the application shall be the date of receipt by the Committee of the completed Form #1, accompanied by high school transcripts and/or official report of GED test results or their equivalent, valid driver's license and proof of birth date.
- d. A complete record of the applicants' progress will be entered into the applicant's file ("Pipe Trades Apprenticeship Form #2) at this time.
- e. Form #1 and test results will be checked for any deficiencies in basic requirements. If there are any deficiencies, the applicant's record will be marked "not interviewed" to show that he/she did not reach the interview process of the selection.
- f. The applicant shall be notified of his/her rejection and reason therefor by certificate of mailing.
- g. When an applicant is notified that he/she will not be interviewed because of certain basic deficiencies, the notification shall be entered on applicant's form #2 as final disposition.
- h. If form #1 and test results meet the basic requirements, the applicant shall be considered qualified for an interview.
- i. An applicant qualified for an interview shall be notified of date and place for interview by certificate of mailing, and the notification date shall be entered into his/her record.

### **4. Procedures for Scheduling Interview:**

- a. All qualified applicants shall be listed in the order of dates of completion of application (oldest date first).
- b. This list shall be divided into groups of an appropriate size for each interview session according to the order of completion dates of the applications (date application was completed - and returned to Apprenticeship Committee).
- c. Each interview session shall be scheduled to provide enough time to interview each applicant notified to be present at the given session.

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- d. Applicants shall be notified to appear for interview by certificate of mailing. Notification will specify time and place to appear. An appropriate number of applicants will be scheduled for each interview session.

### **5. The Interview Session:**

- a. The Interview committee shall have in it's possession for review with regard to each applicant the following: application form, education transcripts, proof of a valid Washington State driver's license and proof of birth date.
- b. Each applicant shall be interviewed by members or designated representatives of the Committee.
- c. After a brief introduction, the Committee will ask questions of the applicant with the purpose of finding out as much as possible about him/her as an individual and about his/her capacity to participate in apprenticeship.
- d. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, school records, mechanical abilities and motivation.
- e. Evaluations must be based on a standard of industry needs, and not by a comparison with other applicants.
- f. Evaluation of the interview will be based on Excellent, Good, Fair, Poor and Unacceptable responses on each topic.
- g. Excellent will be given a numerical range of 16 to 20; Good will be given a numerical range of 11 to 15; Fair-will given a numerical range of 6 to 10; Poor will given a numerical range of 1 to 5; Unacceptable will be given a zero value. Any applicant who has 50% or more unacceptable responses will not be considered for apprenticeship.
- h. All applicants must be asked the same questions.

### **6. Selection from Committee Evaluation:**

- a. The number of new apprentices to be accepted shall be determined before starting interviews. This number will be based on the needs of the industry.
- b. Selection of individuals from the list of interviewed applicants shall not be made until all interview sessions are complete and all applicants have been evaluated.
- c. Selection of applicants for apprenticeship after the interview will be done by the Committee or its designated representative(s) on the basis of numerical rating obtained from the interview evaluation.
- d. All applicants interviewed will be notified of the results of their rating by certificate of mailing.
- e. All eligible candidates not selected for entry into apprenticeship after the interview will be registered in an eligibility pool according to their

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rating. They will remain in this pool for a period of two (2) years from the time of interview and will be included in all subsequent selection procedures for that period.

### **7. EXCEPTIONS:**

- a. **An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training.**
- b. **An employee of a non-signatory employer not qualifying as a journey level worker when an employer becomes signatory shall be evaluated by the sponsor using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience an related training.**
- c. **The West Sound Pipe Trades Apprenticeship Committee encourages preparatory craft training to facilitate entry into apprenticeship. Consequently, those who complete the Job Corps training program in the plumbing/pipefitting/sprinkler fitter craft areas may be given direct entry into the apprenticeship program. The sponsor shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates shall be done without regard to race, color, religion, national origin, or sex.**
- d. **Those who graduate from an accredited technical training school that has been reviewed and approved by the International Pipe Trades - Joint Training Committee (IPT-JTC), in recognition of the critical training they have already received for occupations registered in the plumbing and pipefitting industry, may be given direct entry into the apprenticeship program. With the approval of the sponsor, such a new apprentice may start at the apprentice wage rate recommended by the IPT-JTC for graduates of that particular program. The sponsor will determine as to those new apprentices what training requirements they need to meet to ensure that they receive all the necessary training for completion of the apprenticeship program. Entry of technical training school graduates shall be done without regard to race, color, religion, national origin, or sex.**
- e. **Military veterans who completed military technical training school and participated in a registered apprenticeship program while in the military in the occupations registered in the plumbing and pipefitting**

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industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex.

- f. **Registered Native Americans who have secured work under a TERO project may receive direct entry into an apprenticeship as an apprentice provided that the Employer is an approved training agent of the sponsor**

### **B. Equal Employment Opportunity Plan:**

#### **1. Part I, Purpose:**

- a. **Recognizing the need of local Apprenticeship Committees for assistance from the national level in complying with revised Congressional Federal Register Order 29-30, the three national joint committees, plumbing, steamfitter-pipefitter, and sprinkler fitter have prepared a Joint Affirmative Action Program for adoption at the local level.**
- b. **An analysis of female and minority participation in exiting pipe trades apprenticeship programs indicates that:**
  - (1) **Some but not enough females and minorities apply.**
  - (2) **Still fewer females and minorities complete the application and meet the minimum requirements;**
  - (3) **On average, those who are eligible do well in the selection process;**
  - (4) **The solution to the problem lies in better notification to female and minority groups, closer liaison with responsible groups interested in the same endeavor, personal contacts, application follow-up, and other affirmative procedures.**
- c. **Adoption of this program indicates a good faith effort to increase the number of females and minority groups who successfully meet the minimum requirements established for admission to a pipe trades apprenticeship.**

#### **2. Part II, Scope:**



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- a. The program herein outlined consists of the following affirmative acts and may be altered and supplemented at a later date as experience indicates and as personnel and funds permit. Any changes made by the local Apprenticeship Committee shall become a part of this written program as adopted at the local level.
- b. Recognizing that it would be a public disservice to develop second-rate journey level workers, the local Apprenticeship Committee will maintain its standards of producing high quality journey level workers and will provide extra training when necessary to the extent that cost and personnel permit.

### **3. Part III, Elements of Recruitment Program:**

The local Apprenticeship Committee shall:

- a. Participate in workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
- b. Cooperate with school boards, community colleges and vocational schools to develop programs which prepare students for entrance into apprenticeship.
- c. Disseminate information concerning equal opportunity - policies of the program sponsor(s).
- d. Use minority and/or women (minority and/or non-minority) journey level workers and/or apprentices to promote the affirmative action program.
- e. Select from lists of qualified applicants for apprenticeship, in other than ranking, so as to reach women (minority and non-minority) or minorities to meet goals and timetables.

### **4. Part IV, Nondiscrimination:**

The commitments contained in this Affirmative Action Program are not intended and shall not be used to discriminate against any qualified applicant or apprentice on the basis of race, color, religion, national origin, or sex. The sponsor shall take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued thereunder.

#### **Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

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### **IV. TERM of APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

#### **A. Plumbers, Steamfitters, Refrigeration Fitters:**

**The term of apprenticeship for all apprentices in these categories shall be not less than 10,000 hours of reasonably continuous employment.**

#### **B. Housing Plumbers:**

**The term of apprenticeship shall be not less than 6,000 hours of reasonably continuous employment.**

### **V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

#### **A. Plumbers, Steamfitters, Refrigeration:**

**All apprentices in these three trade classifications shall be subject to a probationary period not to exceed the first 2000 hours of employment during the term of apprenticeship.**

#### **B. Housing Plumbers:**

**All apprentices in this trade classification shall be subject to a probationary period not to exceed the first 1200 hours of employment during the term of apprenticeship.**

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### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

#### **A. Ratio for Plumbers, Steamfitter, and Refrigeration Fitters:**

<b>1 journey level worker</b>	<b>1 Apprentice</b>
<b>2 journey level workers</b>	<b>1 Apprentice</b>
<b>3 journey level workers</b>	<b>1 Apprentice</b>
<b>4 journey level workers</b>	<b>2 Apprentices</b>
<b>5 journey level workers</b>	<b>2 Apprentices</b>
<b>6 journey level workers</b>	<b>2 Apprentices</b>
<b>7 journey level workers</b>	<b>2 Apprentices</b>
<b>8 journey level workers</b>	<b>2 Apprentices</b>
<b>9 journey level workers</b>	<b>3 Apprentices</b>

**Employers may employ one additional apprentice for each additional five (5) journey level worker employed on the job site or in the shop.**

#### **B. Housing Plumbers:**

**Employers with one (1) journey level worker continuously employed on the job site or at the shop may employ one (1) apprentice. For each additional journey level worker employed on the job or in the shop, one (1) additional apprentice may be employed. However, in no event shall the ratio of apprentices to journey level worker exceed one-to-one.**

### **VII. APPRENTICE WAGES and WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where

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applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

### **A. Plumbers, Steamfitters, Refrigeration Fitters:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours/0- 6 months</b>	<b>50.0%</b>
<b>2</b>	<b>1001 - 2000 hours/7- 12 months</b>	<b>55.0%</b>
<b>3</b>	<b>2001 - 3000 hours/13 - 18 months</b>	<b>60.0%</b>
<b>4</b>	<b>3001 - 4000 hours/19 - 24 months</b>	<b>65.0%</b>
<b>5</b>	<b>4001 - 5000 hours/25 - 30 months</b>	<b>70.0%</b>
<b>6</b>	<b>5001 - 6000 hours/31 - 36 months</b>	<b>75.0%</b>
<b>7</b>	<b>6001 - 7000 hours/37 - 42 months</b>	<b>80.0%</b>
<b>8</b>	<b>7001 - 8000 hours/43 -48 months</b>	<b>85.0%</b>
<b>9</b>	<b>8001 - 9000 hours/49 - 54 months</b>	<b>90.0%</b>
<b>10</b>	<b>9001 - 10000 hours/55 - 60 months</b>	<b>90.0%</b>

### **B. Housing Plumbers:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours/0- 6 months</b>	<b>50.0%</b>
<b>2</b>	<b>1001 - 2000 hours/7- 12 months</b>	<b>55.0%</b>
<b>3</b>	<b>2001 - 3000 hours/13 - 18 months</b>	<b>60.0%</b>
<b>4</b>	<b>3001 - 4000 hours/19 - 24 months</b>	<b>70.0%</b>
<b>5</b>	<b>4001 - 5000 hours/25 - 30 months</b>	<b>80.0%</b>
<b>6</b>	<b>5001 - 6000 hours/31 - 36 months</b>	<b>90.0%</b>

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### **VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<b><u>A. Housing Plumber</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Installation, Maintenance, and Repair of Sanitary Waste and Vent piping .....	1800
2. Installation, Maintenance, and Repair of Potable Water Piping .....	1800
3. Installation, Maintenance, and Repair of Plumbing Fixtures, Appurtenances & Appliances .....	800
4. Installation, Maintenance, and Repair of Bath and Toilet Room Accessories.....	300
5. Installation, Maintenance, and Repair of Rainwater Drainage Piping.....	700
6. Installation, Maintenance, and Repair of Natural Gas Piping .....	200
7. Installation, Maintenance, and Repair of Vacuum Cleaning, Pool, Hot Tub, Irrigation Piping .....	200
8. Installation, Maintenance, and Repair of Backflow Prevention Devices .....	200
<b>TOTAL HOURS:</b>	<b>6000</b>

Included in the work process hours are the handling, rigging, setting, and erection of all related piping, equipment, use and care of associated tools and operations skills.

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<b>B. <u>Plumber</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Installation, Maintenance, and Repair of Sanitary Waste and Vent piping .....	2800
2. Installation, Maintenance, and Repair of Potable Water Piping .....	2800
3. Installation, Maintenance, and Repair of Plumbing Fixtures, Appurtenances & Appliances .....	1000
4. Installation, Maintenance, and Repair of Bath and Toilet Room Accessories.....	300
5. Installation, Maintenance, and Repair of Rainwater Drainage Piping.....	1000
6. Installation, Maintenance, and Repair of Natural Gas Piping .....	200
7. Installation, Maintenance, and Repair of Vacuum Cleaning, Pool, Hot Tub, Irrigation Piping .....	200
8. Installation, Maintenance, and Repair of Backflow Prevention Devices .....	500
9. Installation, Maintenance, and Repair of Medical/Dental Gas and Vacuum Piping.....	500
10. Installation, Maintenance, and Repair of Waste Water Treatment Piping .....	700
<b>TOTAL HOURS:</b>	<b>10000</b>

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<b><u>C. Refrigeration Fitter</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Condensing units.....	2000
2. Valves and control.....	2500
3. Evaporators .....	1000
4. Erection.....	2000
5. Service .....	2500
<b>TOTAL HOURS:</b>	<b>10000</b>

Included in the work process hours are the handling, rigging, setting, and erection of all related piping, equipment, use and care of associated tools and operations skills.

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### **D. Steamfitter**

### **APPROXIMATE HOURS**

1.   **Installation, Maintenance, and Repair of High & Low Pressure  
Steam Piping ..... 2000**
2.   **Installation, Maintenance, and Repair of Hot Water Piping for  
Comfort Heating ..... 1000**
3.   **Installation, Maintenance, and Repair of Commercial Process  
Piping (Chilled Water, Condenser Water, Compressed Air, etc.) ..... 2400**
4.   **Installation, Maintenance, and Repair of Industrial Process Piping ..... 2400**
5.   **Installation, Maintenance, and Repair of Instrumentation &  
Control Piping (including Fiber Optics for Instrumentation &  
Control) ..... 500**
6.   **Installation, Maintenance, and Repair of Natural Gas Piping  
(Comfort Heating, Distribution, etc.)..... 500**
7.   **Installation, Maintenance, and Repair of High Purity Piping..... 1000**
8.   **Installation, Maintenance, and Repair of Oil Burner Piping ..... 200**

**TOTAL HOURS:                    10000**

**Included in the work process hours are the handling, rigging, setting, and erection of all related piping, equipment, use and care of associated tools and operations skills.**



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### **IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ Supervised field trips
- ☐ Approved training seminars
- ☐ A combination of home study and approved correspondence courses
- ☒ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☒ Training trust
- ☒ Other (specify): **JATC Training Facility**

**216** Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

**NONE**

## WEST SOUND PIPE TRADES APPRENTICESHIP COMMITTEE

### **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

#### **A. General Procedures**

- 1. In order to maintain a satisfactory balance in the training program, apprentices shall not be permitted to change their trade classification after being registered. However, the Apprenticeship Committee reserves the right to implement trade classification changes whenever it becomes necessary in order to prevent imbalances that may occur due to economic and market conditions.**
- 2. Apprentices may be allowed to work alone during the final year of their apprenticeship provided approval is granted by the Apprenticeship Committee. The employer must submit a formal written request to the Apprenticeship Committee, and they will consider each request on an individual basis.**
- 3. In case of failure on the part of the apprentice to fulfill his/her obligations as to classroom attendance, job performance, or satisfactory work habits, the Apprenticeship Committee shall have the authority to suspend or revoke the apprentice's agreement. The employer and the union agree to carry out the instructions of the Apprenticeship Committee in this regard. The apprentice agrees to abide by any such determination by the Apprenticeship Committee, subject to the normal appeal procedures as spelled out in these standards.**

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4. Apprentices must maintain a satisfactory passing grade during the school year or they may be dropped from the apprenticeship program.

The apprentice will be evaluated by the Committee every six (6) months to determine eligibility for advancement in the training program and receiving the next scheduled pay increase. In these evaluations, consideration shall be given to school attendance, progress and daily employment record of the apprentice. Failure to achieve a passing grade on these evaluations may result in an extension of the apprentice's completion date and a corresponding delay in the apprentice's next pay increase as deemed necessary by the Committee.

5. One unexcused absence from class during the entire year may be deemed cause by the Committee for the apprentice's completion date being extended three (3) months with a corresponding three (3) months delay in the apprentice's next scheduled pay increase.

Two unexcused absences from class during the entire year may be deemed cause by the Committee for the apprentice's completion date being extended an additional three (3) months with a corresponding additional three (3) months delay in the apprentice's next scheduled pay increase.

Three unexcused absences from class during the entire year may be deemed cause by the Committee for the apprentice being dropped from the apprenticeship program.

Lateness for class or leaving early may be deemed by the Committee to be an unexcused absence for the apprentice.

### B. Local Apprenticeship Committee Policies

NONE

### C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken

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- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

## **XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

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The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
- Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:
  - 1st quarter: January through March, by April 10
  - 2nd quarter: April through June, by July 10
  - 3rd quarter: July through September, by October 10
  - 4th quarter: October through December, by January 10

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3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
  - Program name
  - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - Section VII: Apprentice Wages and Wage Progression
  - Section IX: Related/Supplemental Instruction
  - Section XI: Committee - Responsibilities and Composition (including opening statements)
  - Section XII: Subcommittees
  - Section XIII: Training Director/Coordinator

### **C. Management of Apprentices:**

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may

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arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

### **D. Training Agent Management:**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

### **E. Composition of Committee:** (see WAC 296-05-313)

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Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

**The Apprenticeship Committee shall be of equal representation from management and labor, composed of no less than three (3) members representing the Kitsap County Mechanical Contractors Association and three (3) members representing the Bremerton Plumbers and Steamfitters Local Union #631.**

Quorum: **SEE ABOVE**

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

**Steve Stirrett, Chairman  
Stirrett-Johnsen Inc.  
5555 Westgate Rd. NW  
Silverdale, WA 98383**

**Mark W. Bratonia  
Fairway Mechanical Cont. Inc.  
3256 Chico Way NW  
Bremerton, WA 98212**

**Steve Sullivan  
Stirrett-Johnsen Inc.  
5555 Westgate Rd. NW  
Silverdale, WA 98383**

**Brian Johnsen, Alternate  
Stirrett-Johnsen Inc.  
5555 Westgate Rd. NW  
Silverdale, WA 98383**

**Dave Urwin, Alternate  
Metcalf-Grimm Mech. Cont. Inc.  
5000 Auto Center Way  
Bremerton, WA 98312**



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The employee representatives shall be:

**Dana Cutting, Secretary**  
**UA Local 631**  
**1309 Highland Ave.**  
**Bremerton, WA 98337-0114**

**Jeffrey W. Nichols**  
**UA Local 26**  
**1309 Highland Ave**  
**Bremerton, WA 98337**

**Joe Klein**  
**UA Local 26**  
**1309 Highland Ave.**  
**Bremerton, WA 98337-0114**

**Warren B. Watson, Alternate**  
**UA Local 631**  
**1309 Highland Ave.**  
**Bremerton, WA 98337-0114**

### **XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

**NONE**

### **XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Wendy L. Daniels**  
**1716 Bertha Avenue**  
**Bremerton, WA 98312**  
**E-mail: [wendy@ua26.org](mailto:wendy@ua26.org)**